

159 FIGHTER WING MAIL ROOM



HOURS OF DISTRIBUTION



* ALL MAIL WILL BE DISTRIBUTED NLT 1200hrs.

* THE OMMs HOURS OF OPERATION ARE: M-F = 1000-1200hrs & UTAs = 1300-1330hrs.

* ANY MAIL DELIVERED TO THE MAIL ROOM AFTER 1200hrs WILL BE POSTMARKED ON THE FOLLOWING DAY.

* ALL ACCOUNTABLE MAIL {REGISTERED, CERTIFIED & EXPRESS MAIL NEXT DAY} MUST BE TURNED OVER TO THE OFFICIAL MAIL MANAGER BEFORE 1030hrs DAILY.

* NO ACCOUNTABLE MAIL, AS DESCRIBED ABOVE, WILL BE DELIVERED TO USPS BELLE CHASSE ON UTA WEEKENDS.

JACKSON BARRACKS MAIL (HQ LA ANG, LA ANG-DMM & 214EIS)

OUTGOING	TIME	DISTRIBUTION	TIME
TUESDAY	1500hrs	WEDNESDAY	1000hrs
THURSDAY	1500hrs	FRIDAY	1000hrs



**POC: TSGT ROBERT C. SEARLS
OFFICIAL MAIL MANAGER**